



## American Consulate General, Mumbai, India

### ANNOUNCEMENT NUMBER: 58/2011

**OPEN TO:** All Interested Candidates

**POSITION:** Security Investigator (Special Investigations); BLA-561013; FSN-0705-10 (Personal Services Agreement)

**OPENING DATE:** December 2, 2011

**CLOSING DATE:** December 15, 2011

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident (NOR) – Grade: FP-05 (steps 5 through 14)  
 Ordinarily Resident (OR) – Grade: FSN-10\*  
 \* starting salary and grade will be determined on the basis of qualification and experience, and/or salary history

ALL ORDINARILY RESIDENT (OR) APPLICANTS (see Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate General in Mumbai is seeking an individual for the position of Security Investigator (Special Investigations) in the Regional Security Office.

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted (refer to application procedure below).

**Only shortlisted applicants will be called for the interview.**

#### BASIC FUNCTION OF POSITION

The incumbent works under the direct supervision of the Asst. Regional Security Officer-Investigator (ARSO-I) in combating fraud in international travel documents, alien smuggling and terrorist travel. In accordance with the Department's Visa and Passport Security Strategic Plan, the incumbent will conduct complex criminal investigations alongside a myriad of U.S. and/or Indian law enforcement agencies; engage in dedicated police liaison to develop effective relationships with senior and working-level counterparts in the host government and allied diplomatic missions; and, closely monitor and analyze fraud trends and developments in India and South Asia as it pertains to fraud, human smuggling and terrorist travel. The incumbent manages an extremely demanding investigative portfolio involving subjects of criminal investigations in India, the United States, and other foreign countries. The primary focus of investigations will concern organized efforts to circumvent U.S. laws regarding the issuance of Specialized Occupation visas (H visa) and Intercompany Transferee visas (L visa), although investigations

will encompass visa fraud, passport fraud, document fraud, terrorism, identity theft, bribery, extortion, conspiracy, misrepresentation and malfeasance. The incumbent will be well-versed on U.S. and Indian laws regarding the above mentioned crimes. The incumbent will be trained and well versed in DS policies, procedures, tactics and processes as well as those of the Consular Affairs Bureau and the Consulate General's Consular Section. The incumbent will be trained and proficient in the operation of consular automated databases, such as: NIV, IV and CCD, at the LES access level. The incumbent will be proficient in analyzing international travel documents and in detecting anomalies such as signs of forgery, alteration or counterfeiting. The incumbent will develop and present briefings and presentations regarding on-going or historical investigations, fraud trends/investigative statistics, and be able to articulate DS goals of aggressive enforcement action, coordinated information, sharing and capacity building. The incumbent is the primary RSO liaison to law enforcement and U.S. air carriers at the Mumbai International airport. The incumbent is rated and reviewed by the ARSO-I.

## QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of a Bachelors Degree from a recognized university in commerce/humanities/science is required.
2. Five years of competent experience in the investigative or consular-fraud prevention field.
3. Level IV (fluency) in English, Hindi, Gujarati and Level III (good working knowledge) in Marathi. **When applying for the position, please indicate your level of proficiency for these languages.)**
4. The incumbent will be knowledgeable of the Immigration and Naturalization Act and other laws (U.S. Code) and policies (FAM) related to the Temporary Worker in Specialized Occupation visas (H visa) and Intercompany Transferee visas (L visa). Incumbent is familiar with elements of U.S. and Indian criminal statutes regarding visa fraud, passport fraud, document fraud, identity theft, bribery, extortion, conspiracy, misrepresentation and malfeasance. The incumbent will be trained and well versed in DS policies, procedures, tactics and techniques regarding the conduct of criminal investigations to include: privacy rights and law, research methods, interview techniques, reporting formats and evidence collection. The incumbent will be trained and well-versed in the policies, procedures and processes of the Consular Affairs Bureau and the Consulate General's Consular Section to include the: Immigrant Visa (IV) Section, Non- Immigrant Visa (NIV) Section and American Citizen Services (ACS) Section. The incumbent will be proficient in analyzing international travel documents and in detecting anomalies such as signs of forgery, alteration or counterfeiting. The incumbent will be skilled in MS Office applications, specifically on the database and spreadsheet features and capabilities.
5. The incumbent must be aware of or have the training or skills and experience necessary to conduct sensitive investigations regarding foreign nationals involved in organized criminal activity related to U.S. border security, which entails all aspects of the investigative cycle: planning, investigating, fact-finding, evaluating and writing chronological and detailed reports of investigations. Incumbent must be computer literate and proficient in MS Word, PowerPoint, Excel and Access. The incumbent will be trained in the operation of consular automated databases, such as: NIV, IV and CCD at the LES access level. The incumbent will develop and maintain an efficient and compressive case-tracking database that mirrors the Diplomatic Security (DS) Investigative Management System. Incumbent will possess a strong ability to maintain extensive contacts with senior and working-level officials of local law enforcement and other government agencies. Incumbent will exercise initiative and resourcefulness in obtaining information and criminal evidence for use in a court of law and will draft concise, structured reports that isolate key points of complex investigations. Incumbent will possess the ability to assimilate Department of State manuals

and procedures and implement guidance accordingly. Incumbent will possess the ability to receive verbal instructions and implement concept-to-goal without significant supervision. The incumbent must be able to articulately brief results of investigations to the ARSO-I and RSO or senior elements within the Indian Police Services. ARSO-I will accept incumbent's report of investigation as final, relying upon incumbent for accuracy and completeness. The incumbent serves as the RSO expert local investigator, skilled in all aspects of consular and DS law enforcement policies and processes.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) is available on our website [http://mumbai.usconsulate.gov/human\\_resources.html](http://mumbai.usconsulate.gov/human_resources.html) **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **or**
3. A combination of both; i.e. Sections 1- 24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

American Consulate General  
Human Resources Office  
Attention: The Management Officer  
C-49, "G" Block, Bandra-Kurla Complex  
Bandra (East)  
Mumbai 400 051.

**POINT OF CONTACT**

Shyju B. Kombath  
Human Resources Office  
Tel: (022) 2672-4000 Extn.: 4354  
E-mail: [MumbaiHRCareer@State.gov](mailto:MumbaiHRCareer@State.gov)

**CLOSING DATE FOR THIS POSITION: December 15, 2011**

The U.S. Mission in Mumbai provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted By: M/HR – MFernandes/SKombath

Approved By: A/RSO - VKarabin

Cleared By: MGMT - PCox

## Appendix A

### DEFINITIONS

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)**: An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)**: - A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

### DEFINITIONS

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes or No*)
- L. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership, & Recognition
- S. Language Skills
- T. Work Experience
- U. References